

## MA/MSc Defense Timeline

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### 8-12 weeks before defense:

- Supervisory committee signs the **Preliminary Acceptance of Thesis form** (provided by the graduate advisor) indicating it's ready for the final defense. This form is sent to the graduate advisor: [psychgrad@ualberta.ca](mailto:psychgrad@ualberta.ca)

### 9+ weeks before defense:

- Supervisor schedules the defense (in-person or online). Provide exam date, time and location to the examining committee and the graduate advisor.
- Supervisor **must** provide a copy of the thesis (after approval by the supervisory committee) at least 4 weeks in advance to all members of the examination committee and the graduate advisor.
- Supervisor must ensure graduate student has completed all required professional development. The **Individual Development Plan and Professional Development Requirement Form** is completed, signed by both the supervisor and student. Completed form is submitted to the graduate advisor prior to the defense date.
- Supervisor completes the names and university employee ID# of the examining committee members on the **Notice of Examining Committee & Examination Date (Masters Final) form** including: chair, supervisory committee members, arm's length examiner (knowledgeable in the field and comes fresh to the examination. They must not be (or have been) a member of the supervisory committee, or have been connected with the thesis research in a significant way). The chair is not a member of the examining committee.
- Once the notice of examining form is complete, signed by both the supervisor and the graduate chair, the graduate advisor submits the form to FGPS.

### 1 week before defense:

- Graduate advisor sends a scan of the student's file to exam chair, including **Thesis Approval/Program Complete (TAPC) form** and department oral examination procedures.

### End of Exam:

- The examining committee signs the TAPC form and indicate the result. The chair can sign on behalf of the external examiner or external reader. If defense took place in-person, the chair signs on behalf of anyone not physically in attendance.

- Committee chair sends the TAPC form to the graduate advisor for the graduate chair's signature. Completed TAPC form and Individual Development Plan and Professional Development Requirement form are submitted to FGPS.

#### Successful Defense

- Student has up to 6 months to submit their thesis to FGPS.
- Information on thesis requirements can found on the FGPS website, **Thesis Preparation, Requirements & Deadlines**
- Student apply for convocation in Bear Tracks.